

# GOOGLE DRIVE

**You will only have access to Google Drive in one email account at a time in a single Browser.**

**For example:** If you are logged in to your personal email account, and then log in to your school email account without signing out of your personal account, Google Drive will be connected to your personal account.

To fix this problem, sign out of your personal email account, or open a new Browser (like Firefox) and log in to your school Gmail. You will then be able to access Google Drive for your school email in the Firefox Browser and your Google Drive for your personal email in the other Browser (Chrome).

The image below shows Google Drive. If you click on the drop down menu next to your name you can see which account is accessing Google Drive. You have the option of adding an account (if you add an account, without signing out of the current account, Google Drive will be connected to the original account). If you sign out first, and then sign in to your school email, you will have access to your school Google Drive.

The screenshot shows the Google Drive interface. At the top, the Google logo is on the left, a search bar in the center, and the user's email address 'mistyb@sd215.net' on the right. Below the search bar, the 'Drive' logo is on the left, and the current location 'My Drive > Idaho Core > Growth Mindset Presentation Workshop' is shown. A table of files is displayed with columns for Name, Owner, and Last modified. The file 'growth\_mindset\_presentation\_for\_idaho\_corePD.pptx' is highlighted in blue. On the right side, a dropdown menu is open, showing the current account 'Misty Berrett' with email 'mistyb@sd215.net' and options for 'Account - Privacy', 'Join Google+', 'Add account', and 'Sign out'. A yellow warning box above the dropdown states 'This account is managed by sd215.net. Learn more'.

| Name  | Owner | Last modified |
|---|-------|---------------|
| PD Class Growth Mindset                           | me    | Apr 21        |
| growth_mindset_presentation_for_idaho_corePD.pptx | me    | 10:36 p       |
| Grit  | me    | Apr 21        |